



County of Los Angeles  
**CHIEF ADMINISTRATIVE OFFICE**

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DAVID E. JANSSEN  
Chief Administrative Officer

Board of Supervisors

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August 6, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**FIVE-YEAR RE-LEASE  
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES  
4513 EAST COMPTON BOULEVARD, COMPTON  
(SECOND) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Chairman to sign the attached five-year re-lease with Edith Nishikawa, Trustee, Nishikawa Trust, (Lessor) for the continued occupancy of 4,436 rentable square feet of office space, including 18 off-street parking spaces for the Department of Community and Senior Services (DCSS) at 4513 East Compton Boulevard, Compton at an initial annual rent of \$47,908, which is 100 percent Net County Cost.
2. Find that this lease is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15601 (b) (3) of the State CEQA Guidelines.
3. Approve the project and authorize the Chief Administrative Office (CAO) and DCSS to implement the project. The lease will be effective upon approval by your Board.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of this proposed re-lease will extend the term of the lease for another five years and allow DCSS to continue to house its 11-member East Rancho Dominguez Service Center (ERDSC) staff at 4513 East Compton Boulevard, Compton. This center provides administrative support services to operate the ERDSC which provides social services, e.g., job training, welfare rights, senior employment program, food pantry, Transportation Voucher Distribution, and educational workshops. Additionally, the center is planning implementation of computer training classes, to be offered to the senior community living in close proximity to the location.



United We Stand

## **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The Countywide Strategic Plan directs that we invest in public infrastructure in order to strengthen the County's fiscal capacity. The proposed lease supports this strategy (Goal 4, Strategy 2, Objective 2), with the consolidation of departmental services to better serve constituents, as further outlined in Attachment A.

## **FISCAL IMPACT/FINANCING**

The annual cost of this lease will initially be \$47,908 which is 100 percent Net County Cost.

<b>4513 E. Compton Blvd., Compton</b>	<b>Existing Lease</b>	<b>Proposed Re-Lease</b>	<b>Changes</b>
Area (square feet)	4,436	4,436	None
Term	04/24/84 - 08/31/02	Additional 5 years	5 years (9/1/02 - 8/31/07)
Annual Rent	\$39,924 (\$9.00/sq.ft.)	\$47,908 (\$10.80/sq.ft.)	+\$7,984 (\$1.80/sq.ft.)
TI Allowance	None	None	None
Parking Included in Rent	18 off-street spaces	18 off-street spaces	None
Cancellation	Anytime after 36 <sup>th</sup> month upon 60 days notice	Anytime after 36 <sup>th</sup> month upon 90 days notice	Requires a 90 day notice instead of a 60 day notice
Option to Renew	None	One 5-year	One 5-year
Rental Adjustment	Flat rate of \$.75psf over the last 10 year term of the lease	Year 1 \$.90 psf monthly Year 2 \$.95 psf monthly Year 3 \$.99 psf monthly Years 4 & 5 \$1.04 psf monthly	Stepped increases which average 3% per year over 5 years

- Sufficient funding for the proposed re-lease is included in the 2002-03 Rent Expense Budget and will be charged back to DCSS. Sufficient funding is available in the 2002-03 budget for DCSS to cover the projected lease costs.
- The monthly rent under the proposed new lease is subject to mandatory stepped adjustments annually totaling 15 percent over five years, or an average increase of 3 percent per year over the five-year period.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

DCSS has been at this location since the building was refurbished for County use in 1984. The current lease expires on August 31, 2002.

The proposed five-year re-lease agreement provides 4,436 rentable square feet and 18 off-street parking spaces. The lease also contains the following provisions:

- The term commences on September 1, 2002 and ends five years thereafter.
- There are no tenant improvements in this lease.
- Parking for the staff and visitors is available on-site.
- The Lease is split service.
- Lessor is responsible for maintenance of the basic structure.
- County is responsible for all interior maintenance and utilities.
- County has the option to renew for a period of five years under the same terms, conditions, and rental rate schedule attached as Exhibit "D", by giving 120 days prior written notice.
- County has the right to cancel anytime after the third year by giving 90 days prior written notice.

CAO Real Estate staff conducted a survey of the service area within a three-mile radius of the East Rancho Dominguez Service Center to determine the availability of comparable and more economical sites. Staff was unable to identify any sites in the surveyed area that could accommodate these requirements more economically. Attachment B shows all County-owned and leased facilities within the search area for this program. There are no County-owned or leased facilities available for this program within close proximity to the East Rancho Dominguez Service Center.

Based upon a rental survey of similar properties within a three-mile radius of the ERDSC, staff has determined that the annual rental range is between \$12 and \$15 per rentable square foot full service. Thus, the base annual rental rate of \$10.80 per square foot, plus estimated expenses of \$3.89 per square foot for the proposed lease is within the market range for the area surveyed.

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The proposed lease has been administratively reviewed and approved by your Board's appointed Real Estate Management Commission. The Department of Public Works has inspected this facility and finds it suitable for the County's occupancy.

There is a child care facility across the street at the East Rancho Dominguez Recreational Center which is available for staff housed in these buildings.

### **NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT**

The CAO has made an initial study of environmental factors and has concluded that this project is exempt from CEQA as specified in Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

It is the finding of the CAO that the proposed lease is in the best interest of the County and will continue to provide the necessary space for this County requirement. In accordance with your Board's policy on the housing of any County offices or activities, DCSS concurs in this lease recommendation.

### **CONCLUSION**

It is requested that the Executive Officer, Board of Supervisors, return two originals of the executed lease agreement and the adopted, stamped Board letter, and two certified copies of the Minute Order to the Chief Administrative Office, Real Estate Division at 222 South Hill Street, Fourth Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,

DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SNY  
SHK:TS:hd

Attachments (4)

c: County Counsel  
Auditor-Controller  
Department of Health Services

**DEPARTMENT OF COMMUNITY AND SENIOR SERVICES  
EAST RANCHO DOMINGUEZ SERVICE CENTER  
4513 EAST COMPTON BOULEVARD, COMPTON,<sup>1</sup>  
Asset Management Principles Compliance Form<sup>1</sup>**

1.	<b>Occupancy</b>	Yes	No	N/A
A	Does lease consolidate administrative functions? <sup>2</sup>			X
B	Does lease co-locate with other functions to better serve clients? <sup>2</sup> <b>No space is available.</b>		X	
C	Does this lease centralize business support functions? <sup>2</sup>			X
D	Does this lease meeting the guideline of 200 sf of space per person? <sup>2</sup> <b>Ratio: 1/403 sq.ft. The space does not meet the 200 sq.ft. per person guideline since the facility is used primarily as a community center which requires large open space to conduct job training, job fairs and educational workshops among other activities. The facility houses a total of 11 staff who share approximately 800 sf of office space.</b>		X	
2.	<b>Capital</b>			
A	Should program be in leased space to maximize State/Federal funding?		X	
B	If not, is this a long term County program?	X		
C	<b>Is it a net County cost (NCC) program? 100% NCC</b>	X		
D	If yes to 2 B or C; capital lease or operating lease with an option?		X	
E	If no, are there any suitable County-owned facilities available?		X	
F	If yes, why is lease being recommended over occupancy in County-owned space?			X
G	Is Building Description Report attached as Attachment B?	X		
H	Was build-to-suit or capital project considered? The size of the service center does not require a build-to-suit. However, this program could be considered for future relocation anytime after the 36 <sup>th</sup> month, as it has a cancellation anytime after the 36 <sup>th</sup> month of the lease.		X	
3.	<b>Portfolio Management</b>			
A	Did department utilize CAO Space Request Evaluation (SRE)?	X		
B	Was the space need justified?	X		
C	If a renewal lease, was co-location with other County departments considered?		X	
D	Why was this program not co-located?			
	1. <u>   </u> The program clientele requires a "stand alone" facility.			
	2. <u>X</u> No suitable County occupied properties in project area.			
	3. <u>X</u> No County-owned facilities available for the project.			
	4. <u>   </u> Could not get City clearance or approval.			
	5. <u>   </u> The Program is being co-located.			
E	Is lease a full service lease? <sup>2</sup> <b>Lessor does not agree to a full-service lease but does pay exterior maintenance, taxes, and insurance. County pays interior maintenance, utilities, and janitorial.</b>		X	
F	Has growth projection been considered in space request?	X		
G	Has the Dept. of Public Works completed seismic review/approval?	X		
	<sup>1</sup> As approved by the Board of Supervisors 11/17/98			
	<sup>2</sup> If not, why not?			

## Attachment B

**SPACE SEARCH, THREE-MILE RADIUS OF 4513 EAST COMPTON BLVD., COMPTON  
DEPARTMENT OF COMMUNITY AND SENIOR SERVICES**

LACO	FACILITY NAME	ADDRESS	SQ.FT. GROSS	NET SQ.FT.	OWNERSHIP	SQ.FT. AVAILABLE
6467	AG COMM/MTS MEAS-SOUTH GATE ADMINISTRATION	11012 GARFIELD AVE, SOUTH GATE 90280	21,902	15,325	OWNED	NONE
4238	ANIMAL CONTROL #1-ADMINISTRATION BUILDING	11258 GARFIELD AVE, DOWNEY 90242	8,449	2,772	OWNED	NONE
6723	PUBLIC LIBRARY-LYNWOOD LIBRARY	11320 BULLIS RD, LYNWOOD 90262	11,722	10,396	OWNED	NONE
X349	LYNWOOD REGIONAL JUSTICE CENTER COURTHOUSE	11701 S ALAMEDA ST, LYNWOOD 90262	62,078	53,480	FINANCED	NONE
X351	CENTURY DETENTION-DETENTION ADMIN	11705 S ALAMEDA ST, LYNWOOD 90262	20,706	17,600	FINANCED	NONE
D980	PUBLIC LIBRARY-HOLLYDALE LIBRARY	12000 GARFIELD AVE, SOUTH GATE 90280	5,530	4,440	LEASED	NONE
1204	HEALTH SERVICES-ADMINISTRATION BLDGS 307/308	12817 DAHLIA AVE, DOWNEY 90242	26,475	17,125	OWNED	NONE
1203	DHS-PUBLIC HEALTH FACILITIES BUILDING 301/302	12838 ERICKSON AVE, DOWNEY 90242	19,575	12,170	OWNED	NONE
Y216	PUBLIC LIBRARY-PARAMOUNT LIBRARY	16254 COLORADO AVE, PARAMOUNT 90723	8,750	7,426	OWNED	NONE
C600	DPSS-SOUTH FAMILY AP/SPECIAL DISTRICT OFFICES	17600 A/B S SANTA FE AVE, RANCHO DOMINGUEZ 90221	133,000	103,324	LEASED	NONE
6420	COMPTON COURTHOUSE	200 W COMPTON BLVD, COMPTON 90220	576,467	205,939	FINANCED	NONE
X169	DPSS-COMPTON AP DISTRICT OFFICE	211 E ALONDRA BLVD, COMPTON 90220	48,135	38,777	OWNED	NONE
3037	MONA-DIRECTOR'S BLDG/COMFORT STATION	2291 E 121ST ST, COMPTON 90222	829	296	OWNED	NONE
5982	PUBLIC LIBRARY-COMPTON LIBRARY	240 W COMPTON BLVD, COMPTON 90220	43,842	15,830	OWNED	NONE
A620	PUBLIC LIBRARY-EAST RANCHO DOMINGUEZ LIBRARY	4205 E COMPTON BLVD, EAST COMPTON 90221	5,000	4,529	LEASED	NONE
A560	DCSS-EAST RANCHO DOMINGUEZ SERVICE CENTER	4513 E COMPTON BLVD, RANCHO DOMINGUEZ 90221	4,436	3,188	LEASED	NONE
F325	PW FLOOD-IMPERIAL YARD OFFICE	5525 E IMPERIAL HWY, SOUTH GATE 90280	4,800	2,340	PERMIT	NONE
A350	ASSESSOR-LONG BEACH REGIONAL OFFICE	5898 CHERRY AVE, LONG BEACH 90808	12,450	6,991	OWNED	NONE
X998	LOS PADRINOS JUVENILE COURTHOUSE-1	7281 E QUILL DR, DOWNEY 90242	47,231	24,470	OWNED	NONE
A136	FIRE-PARAMOUNT HAZARDOUS MATERIALS DIV OFFICE	7300 E ALONDRA BLVD, PARAMOUNT 90723	1,928	1,830	LEASED	NONE
A755	PUBLIC LIBRARY-ADMINISTRATION HDQTRS	7400 E IMPERIAL HWY, DOWNEY 90242	68,000	55,733	FINANCED	NONE
D600	DOWNEY COURTHOUSE	7500 E IMPERIAL HWY, DOWNEY 90242	103,502	78,996	FINANCED	NONE
3385	RANCHO-HOSPITAL OFFICE BUILDING 500	7601 E IMPERIAL HWY, DOWNEY 90242	139,789	63,850	FINANCED	NONE
1100	PUBLIC SAFETY-HDQTRS/HEALTH SVCS BUREAU	7601 E IMPERIAL HWY, DOWNEY 90242	15,482	9,221	OWNED	NONE
X238	RANCHO-SUPPORT SERVICES ADMINISTRATION BLDG	7601 E IMPERIAL HWY, DOWNEY 90242	66,200	56,002	FINANCED	NONE
1100	PUBLIC SAFETY-HDQTRS/HEALTH SVCS BUREAU	7601 E IMPERIAL HWY, DOWNEY 90242	51,114	9,221	OWNED	NONE
0370	COMPTON AIRPORT-ADMIN BUILDING-8	901 W ALONDRA BLVD, COMPTON 90220	2,880	2,592	OWNED	NONE